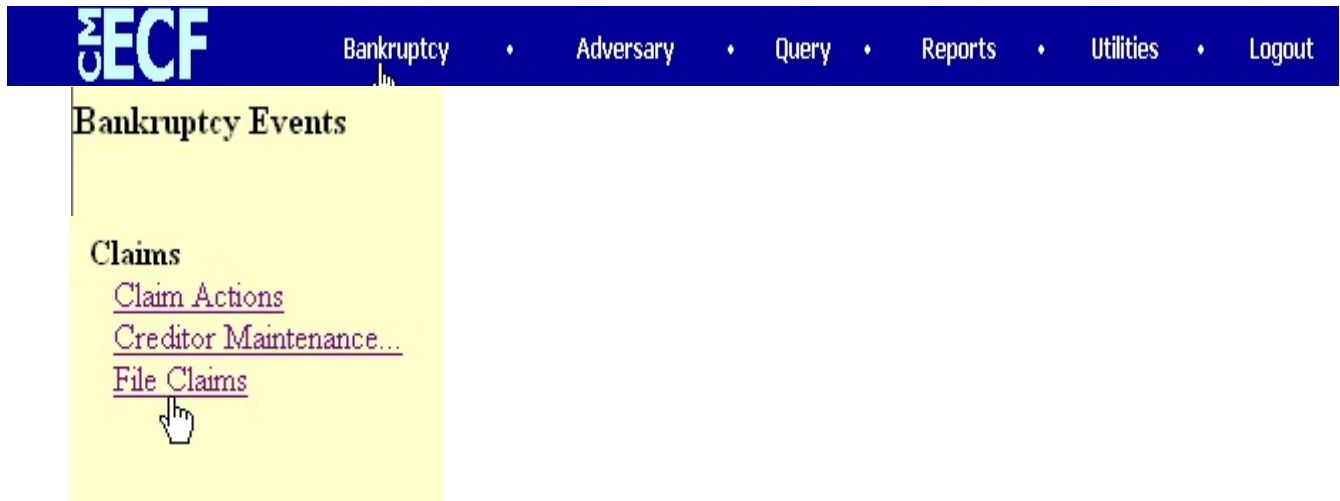**CLAIMS PROCESSING**

DOCKETING THE CLAIM

1.   Select BANKRUPTCY from the Blue Bar Menu.

2.   From Bankruptcy Events, select File Claims.

3.   Search for the Creditor. Enter the case number and creditor name. Select Next.

4.   If there is more than one case with that number, select the correct case (BK for Claims):

5.   If CREDITOR ONE is on the matrix, the name should appear in the drop down list. Highlight and select it. If not, add the creditor.

Select a Creditor for Claim

Case 3-04-00001: Smitty Smythe

[▼]

Add Creditor

[Next]   [Clear]

6.   Add the Creditor to the case. The program will prompt for the case number, then the Add Creditor(s) screen will appear. Fill in the boxes, select Type = Creditor. Select "Last Entry" if this is the only creditor you are adding. Click Next.

Add Creditor(s)

Case 3-04-00001 already contains creditors!
Case number 3-04-00001 Smitty Smythe

Name	CREDITOR ONE
Address 1	PO BOX 1000
Address 2	ANYWHERE TN 37203
Address 3	
Address 4	
Address 5	
Type	Creditor ▼

Creditor committee ◉ No ○ Yes
○ Continue To Enter ◉ Last Entry

[Next]   [Clear]

7. A confirmation message that you are adding one creditor appears. Click on Submit.

Add Creditor(s)

Total Creditors Entered 1

[Submit]

8. The Creditors Receipt is displayed. Select <u>File A Proof of Claim.</u>

Creditors Receipt

Case Number	04-1
Total Creditors Added to Database	1

<u>File A Proof Of Claim</u>

<u>Return To Creditor Maintenance Menu</u>

9. Search for the Creditor.

Search for Creditor

Case Number [04-1]

Name of creditor [Creditor One]

Type of creditor [Creditor ▾]

[Next] [Clear]

10. Select the creditor from the drop down list.

10. Complete the information for the Claims Register. Use the Amount Claimed fields. The Total will compute. Note if it is an AMENDED or DUPLICATE Claim.

11. If the claim is filed by the Debtor or Trustee, note that in the "Filed By" field.
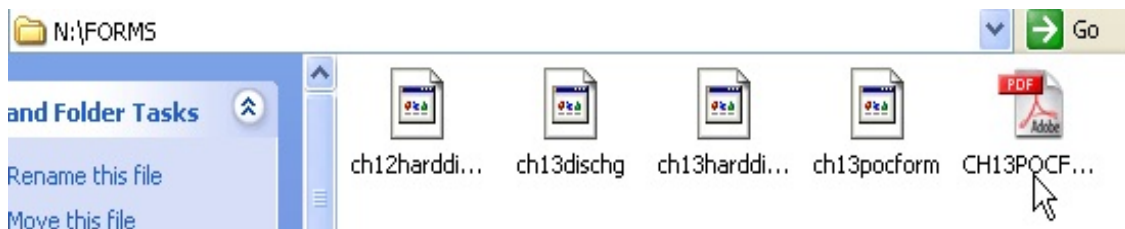
12. After clicking Next, browse to add the .pdf claim. Double click the file to attach it.

Case **3-04-00001**
Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

[   ] [Browse...]
Attachments to Document: ⊙ No ○ Yes

[Next] [Clear]

📁 N:\FORMS   ✓ → Go

and Folder Tasks ≫

Rename this file
Move this file

ch12harddi...   ch13dischg   ch13harddi...   ch13pocform   CH13POCF...

13. Click Next.

Case **3-04-00001**
Select the **pdf** document (for example: C:\199cv501-
Filename
N:\FORMS\CH13POCFORM.pdf   [Browse...]
Attachments to Document: ⊙ No ○ Yes

[Next] [Clear]

14. The Notice of Electronic Claims Filing will display to show the successful filing of the claim.

Notice of Electronic Claims Filing

The following transaction was received from ldpatty, on 9/27/2004 at 5:38 PM CDT

Case Name: Smitty Smythe
Case Number: 3-04-00001
CREDITOR ONE
Creditor Name: PO BOX 1000
ANYWHERE TN 37203
Claim Number: 2
Total Amount Claimed: $500.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: N:\FORMS\CH13POCFORM.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=992623805 [Date=9/27/2004] [FileNumber=5915-0] [6 e61cf1782406e613dd3a25ac4eb76b79cd538e95398ed54a95e527823264c8628c289c f805074491c93ddb4a7954841232c2242fe3dddd7ba8ebf4e25f7904e]]